

# Postgraduate Academic Regulations

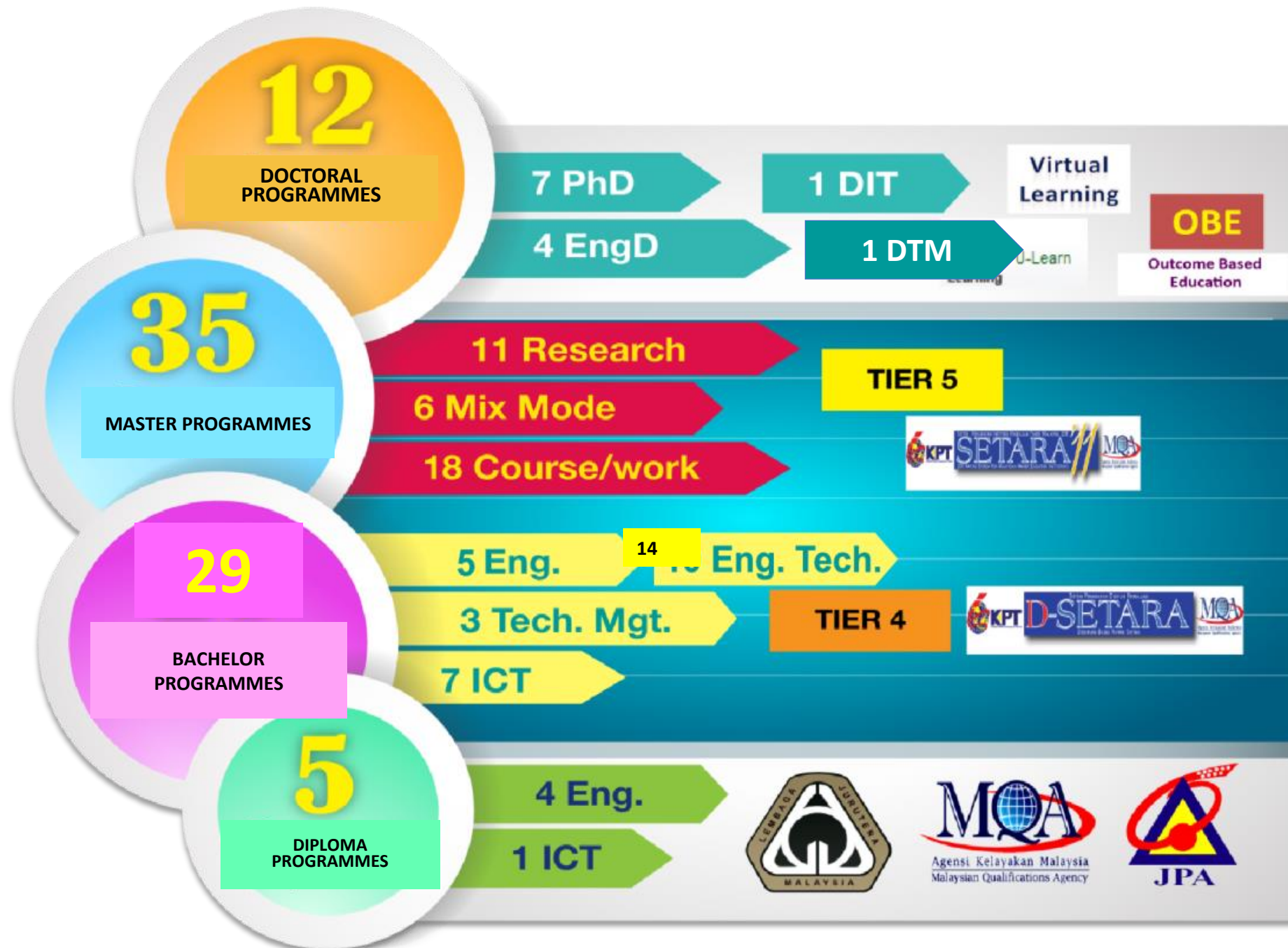
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Dr Hyreil Anuar Bin Kasdirin  
Centre for Graduate Studies  
Universiti Teknikal Malaysia Melaka  
Monday, 22 April 2019











**505**  
International  
Student from  
30 countries

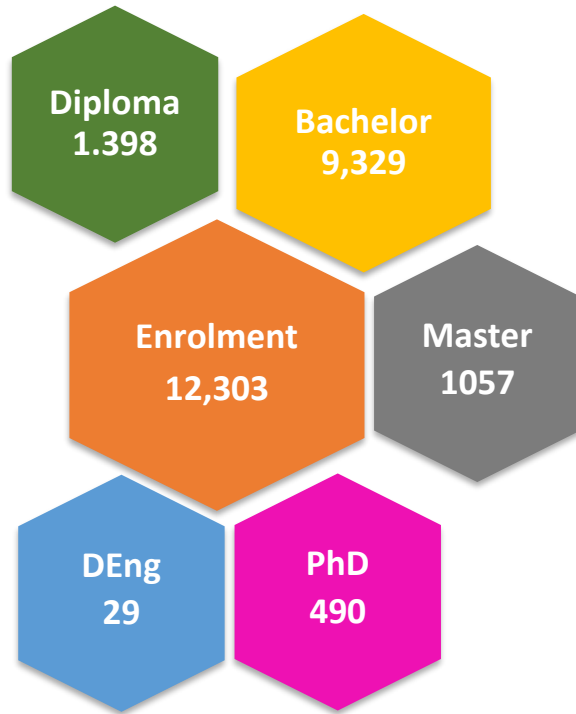
**PhD: 189**

**Master: 108**

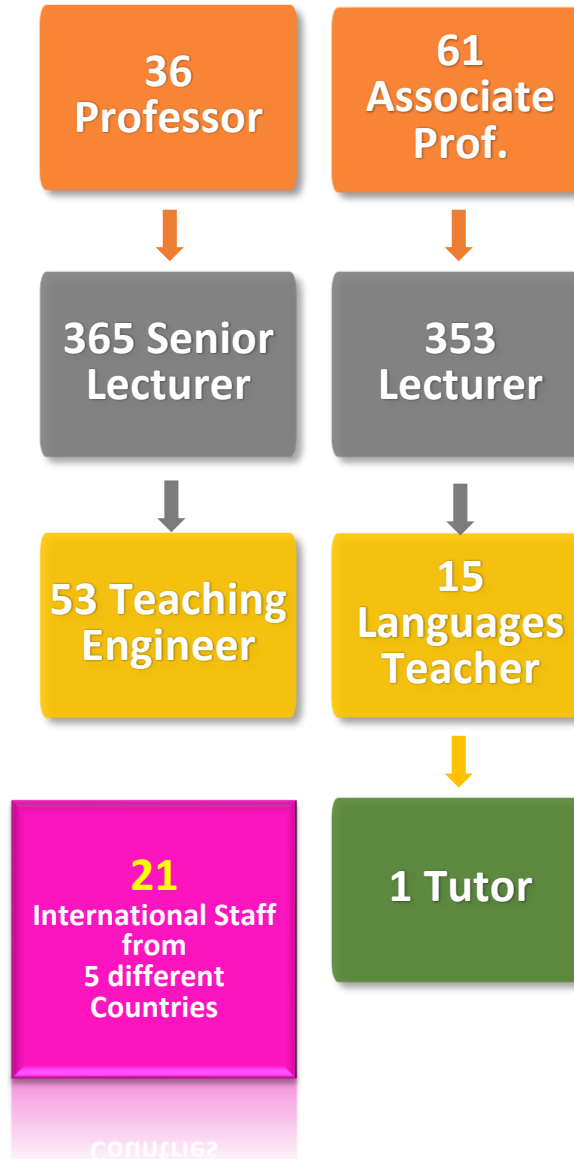
**Bachelor: 208**



## STUDENT ENROLMENT




## ACADEMIC STAFF








pps.utem.edu.my/

**KEMENTERIAN  
PENDIDIKAN  
MALAYSIA**

**UTeM**  
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

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**PPS**  
Centre For Graduate Studies

# Welcome to Centre for Graduate Studies





**Student Lounge**



**Meeting Room**

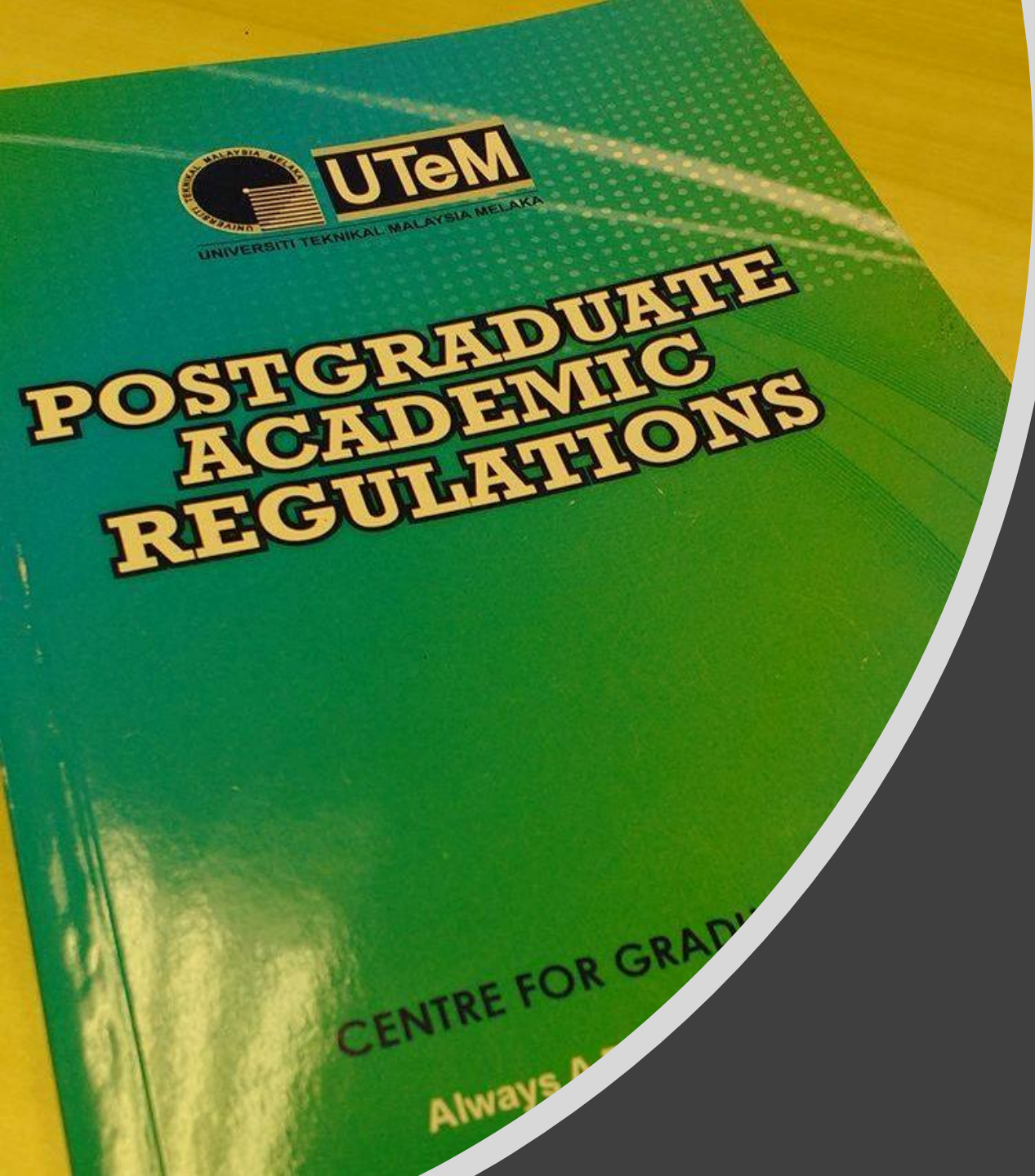
# PPS Facilities

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# Postgraduate Academic Rules & Regulation

Download from PPS website:  
<http://pps.utm.edu.my>

### Master (Taught Course)

MBA

Academic Req.	Faculty / Institute
Bachelor degree with Minimum CGPA 2.75 or equivalent from UTeM or any recognized Institutions	FPTT 4 – 8 Semester  Business – Advanced Operations Management / Technology & Innovation Management

MTV

Academic Req.	Faculty / Institute
Bachelor degree with Minimum CGPA 2.75 or equivalent from UTeM or any recognized Institutions	FPTT 3 – 6 Semester  Business – Master of <u>Technovation</u>

Technology

Academic Req.	Faculty / Institute
Bachelor degree with Minimum CGPA 2.75 or equivalent from UTeM or any recognized Institutions	FTMK   2 – 6 Semester  Computer Science – (Internetworking / Software Engineering & Intelligence / Security / Multimedia Computing) Information System Technology (Data Science & Analytics) Software Engineering (Mobile Development)

Engineering

Academic Req.	Faculty / Institute
Bachelor degree with Minimum CGPA 2.50 or equivalent from UTeM or any recognized Institutions	FKE / FKEKK / FKM / FKP 2 – 6 Semester Electrical / Mechatronics Electronics (Computer / Electronics System / Telecommunication System Mechanical / Mechanical (Automotive / Energy) Manufacturing (Manufacturing System / Quality System / Advanced Materials & Processing)



### Master (Research)

Engineering	Academic Req.	Faculty / Institute
	Bachelor degree with Minimum CGPA 2.50 or equivalent from UTeM or any recognized Institutions	FKE / FKEKK / FKM / FKP 2 – 6 Semester  Electrical / Mechatronics / Electronics / Mechanical / Manufacturing /

Technology	Academic Req.	Faculty / Institute
	Bachelor degree with Minimum CGPA 2.75 (Business) / 3.00 (IT) or equivalent from UTeM or any recognized Institutions	FTMK / FPTT / IPTK 2 – 6 Semester  IT – Information Technology & Communication / Business – Technology Management / Entrepreneurship / Technical Communication / Human Resource Development / Industrial Counseling

### Doctor of Engineering (DEng)

Engineering	Academic Req.	Faculty / Institute
	Master degree from UTeM or any recognized Institutions	FKE / FKEKK / FKM / FKP : 6 – 16 Semester  Electrical / Electronics / Mechanical / Manufacturing

### Doctor of Philosophy (PhD)

Engineering, Info Technology & Technology Management	Academic Req.	Faculty / Institute
	Master degree from UTeM or any recognized Institutions	FKE / FKEKK / FKM / FKP / FTMK / FPTT / IPTK 4 – 12 Semester  Engineering – Electrical / Electronics / Mechanical / Manufacturing Business – Management / Entrepreneurship IT – Information Technology & Communication

### Doctor of Technology Management (DTM)

Technology Management	Academic Req.	Faculty / Institute
	Master degree from UTeM or any recognized Institutions	FPTT: 6 – 12 Semester  Technology Management

# Mode of Programme

## 1. Taught Course Mode

- ☐ Taught subjects and Master Project.
- ☐ Assessment
  - ☐ **Continuous assessment** include assignments, tests and others.
  - ☐ **Final Assessments.**
- ☐ Degree award - A minimum of **40 credit hours** of taught subjects and a research report and a final **Cumulative Grade Point Average (CGPA) of at least 3.0.**

## 2. Mixed Mode

- ☐ refers to the combination of **taught subjects (50%)** and **research work (50%)**.
- ☐ The assessment depends on the course-work and final assessment, as well as dissertation (research work).

## 3. Research Mode

- ☐ focuses on the **research activities** as the main requirement for graduation.
- ☐ The assessment consists of **thesis evaluation and oral examination.**



# Graduate on Time (GOT)

Graduate-On-Time (GOT) refers to students who completed their study within normal duration

Level	Mode of Study	GOT (By Semester)
PhD	Full Time	8
	Part Time	12
Master (by Research)	Full Time	4
	Part Time	8

# Academic Calender for Semester II Session 2018/2019

**Download  
from PPS  
website**

## UNIVERSITI TEKNIKAL MALAYSIA MELAKA CENTRE FOR GRADUATE STUDIES (PPS) ACADEMIC CALENDAR – SEMESTER II SESSION 2018/2019

SEMESTER II (2018/2019)		Week
Registration and Fees Payment for New and Senior Students	14/02/2019 – 15/02/2019	–
Semester II (29 Weeks)	18/02/2019 – 08/09/2019	1 – 29
Add/Delete Courses	18/02/2019 – 15/03/2019	1 – 4
Semester II Lectures / Research (Part One) (8 Weeks)	18/02/2019 – 12/04/2019	1 – 8
Last Day to Add/Delete Courses	15/03/2019	4
Semester II Mid Term Break (1 Week)	13/04/2019 – 21/04/2019	9
Semester II Lectures / Research (Part Two) (6 Weeks)	22/04/2019 – 31/05/2019	10 – 15
Last Day Withdrawal (TD) for Courses (Week 12)	10/05/2019	12
Research Seminar for Engineering Doctorate Programme	06/05/2019 – 24/05/2019	12 – 14
Uploading the Progress Report for Research Mode Students (4 weeks)	20/05/2019 – 14/06/2019	14 – 17
Study Leave (1 week)	01/06/2019 – 09/06/2019	16
Assessment for Progress Report by Supervisor (6 weeks)	20/05/2019 – 28/06/2019	14 – 19
Semester II Examination (2 Weeks)	10/06/2019 – 23/06/2019	17 – 18
Endorsement For Progress Report by Dean of Faculty (2 weeks)	01/07/2019 – 12/7/2019	20 – 21
Semester II Study Break (11 Weeks)	24/06/2019 – 08/09/2019	19 – 29
Senate Standing Committee on Graduate Studies (Semester II Session 2017/2018 Examination)	15/07/2019 – 19/07/2019	22
Senate Meeting on Examination Result (Semester II Session 2017/2018 Examination)	24/07/2019	23



# Programme Registration

Registration for  
Each Semester is  
Student's  
Responsibility

## Registration for the programmes:

- Every semester
- Applicable to all post graduates (Full Time or Part Time)
- Maintain “**active status**” in order to register for subjects
- The “**inactive**” semester will be counted as part of the duration of studies
- Student who is **inactive for TWO (2) consecutive or cumulative semesters** will be **TERMINATED**.

**IMPORTANT – EVERY Semester**

# Subject Registration

**Registration for  
Each Semester is  
Student's  
Responsibility**

**For Every Semester**

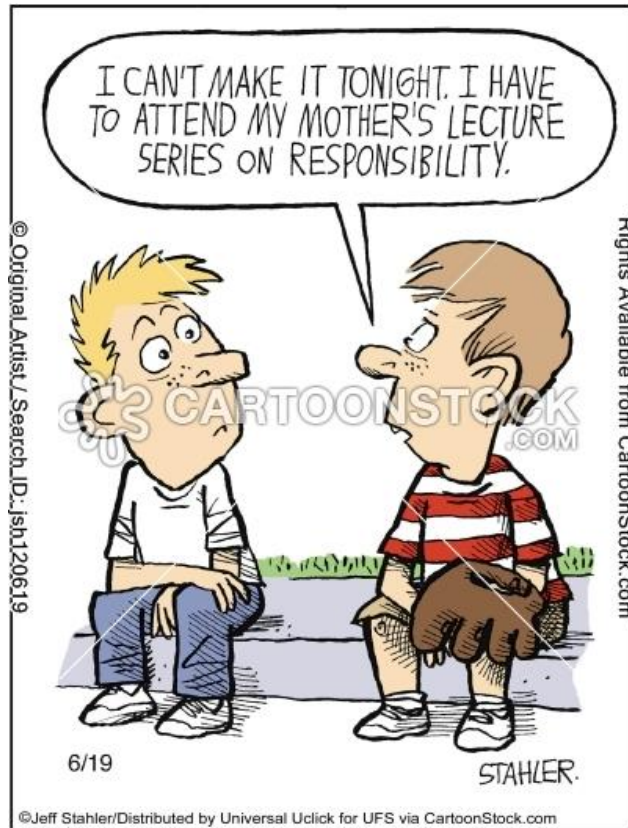
## **Subject Registration:**

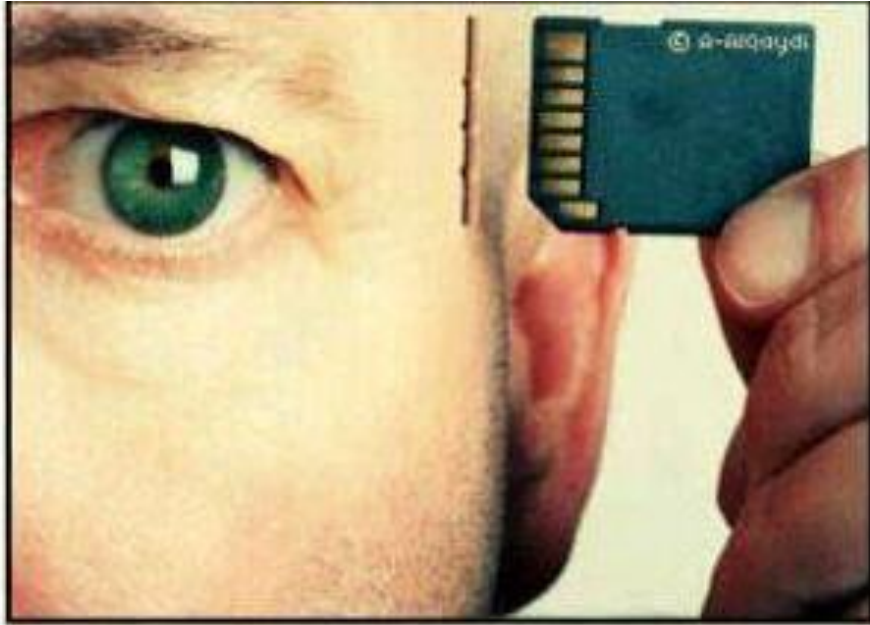
- Every semester
- Register for subjects within the first **4th weeks** of the semester
- Last date to add / delete subject via **SMPS – Week 4**
- **Late subject registration** will be penalty RM5.00 per day to a maximum of RM200.00
- Failure to register for subjects can be **TERMINATED.**
- Last date to withdraw of subject – **Week 12**



# Lecture Attendance Requirements

- A student is required to attend all lectures, tutorials, seminars, laboratory work, etc. of subjects that he/she has registered for.
- Attendance of more than **80%** is necessary to qualify a student to sit for the final examination.





**I wish I could fit a 2GB  
Memory Card in my brain  
For EXAM**

## Assessment of Taught Course

1. **B-** is the minimum grade for **passing a subject**, and is redeemable.
2. If a student **fails** to obtain a minimum 'B-' grade in all the required subjects , he/she must **repeat** those subjects.
3. Students shall be allowed to redeem the grade of the same subject **only once** during the period of studies.
4. Students are also required to **pay the fees** based on credits repeated.
5. Redeem of grade is not allowed for Master Project/Project Paper.



Grades used  
for Taught  
Course

Marks	Letter Grades	Grade Points	Remarks	Credit Hours Earned
80 – 100	A	4.0	Excellent	Yes
75 – 79	A-	3.7	Very Good	Yes
70 – 74	B+	3.3	Good	Yes
65 – 69	B	3.0	Pass	Yes
60 – 64	B-	2.7	Conditional Pass (Redeemable)	Yes
55 – 59	C+	2.3	Fail	No
50 – 54	C	2.0	Fail	No
47 – 49	C-	1.7	Fail	No
44 – 46	D+	1.3	Fail	No
40 – 43	D	1.0	Fail	No
00 – 39	E	0.0	Fail	No



# Academic Standing for Taught Course

A student must attain a minimum **CGPA of 3.00** in order to be eligible for **graduation**.

The **minimum CGPA** that would allow a student to remain in the programme is **2.70**.

**Below 2.70 – Dismiss from the programme**

If a student obtains a **Conditional Pass (KS)** status in **TWO (2) consecutive** semesters, he/she will be **dismissed** from the programme



# Assessment for Research Mode (MSc / PhD)

## Compulsory Course

- 2 Courses

## Progress Report

- EVERY semester
- Achievement
  - Satisfactory
  - Unsatisfactory
  - Fail

## Final Evaluation

- Thesis
- Viva (Oral Examination)
  - Pass
  - Pass with Correction (Minor / Major)
  - Fail

# Conversion of Study Level – Master (By Research) to PhD

A registered full-time Master (by Research) student with a 3.67 CGPA of Bachelor's Degree may apply for conversion from Master to PhD programme.

Application should be made between the first (1st) and second (2nd) semester of study.

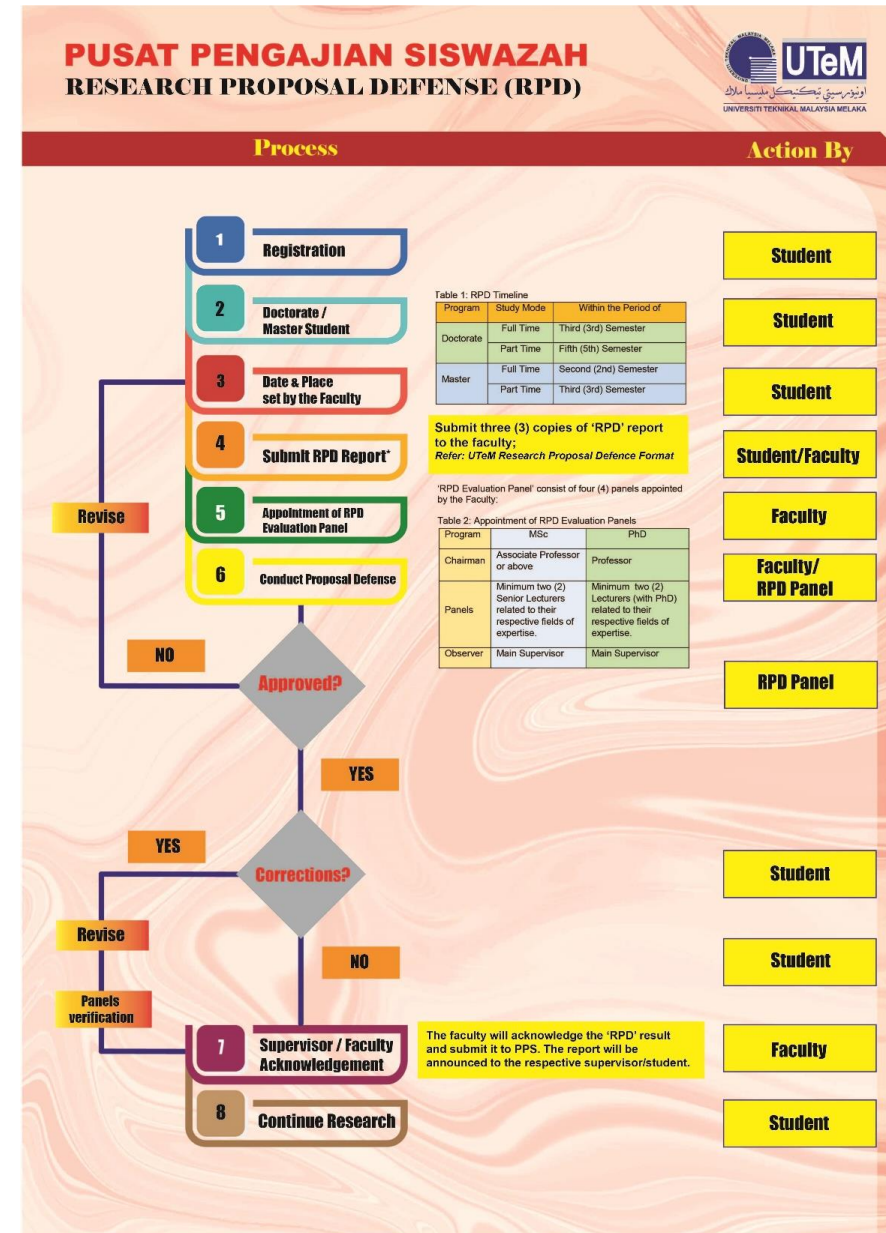
Prepare a Mini Thesis for Panel Evaluation



# Research Proposal Defense (RPD)

Level	Mode of Study	Due (By Semester)
PhD	Full Time	3
	Part Time	5
Master (by Research)	Full Time	2
	Part Time	3

# RPD Flowchart





Programme		
Uploading the Progress Report for Research Mode Students (4 weeks)	20/05/2019 – 14/06/2019	14 – 17
Study Leave (1 week)	01/06/2019 – 09/06/2019	16
Assessment for Progress Report by Supervisor (6 weeks)	20/05/2019 – 28/06/2019	14 – 19

# Research Mode – Progress Report

Progress report **MUST BE SUBMITTED EVERY SEMESTER ONLINE via SMPS**

# Assessment of Progress Report

## Above 50 marks - MM

- A student is awarded the “MM” indicates satisfactory progress in research work. The academic standing attained is “KB”.

## 30 – 49 is considered UNSATISFACTORY

- Unsatisfactory progress in research work, may be awarded the “TM” grade which results in academic standing of “KS”.

## Below 30 – FAIL

- A student will be dismissed from the programme if he/she obtains “KS” for **TWO (2)** consecutive semesters.

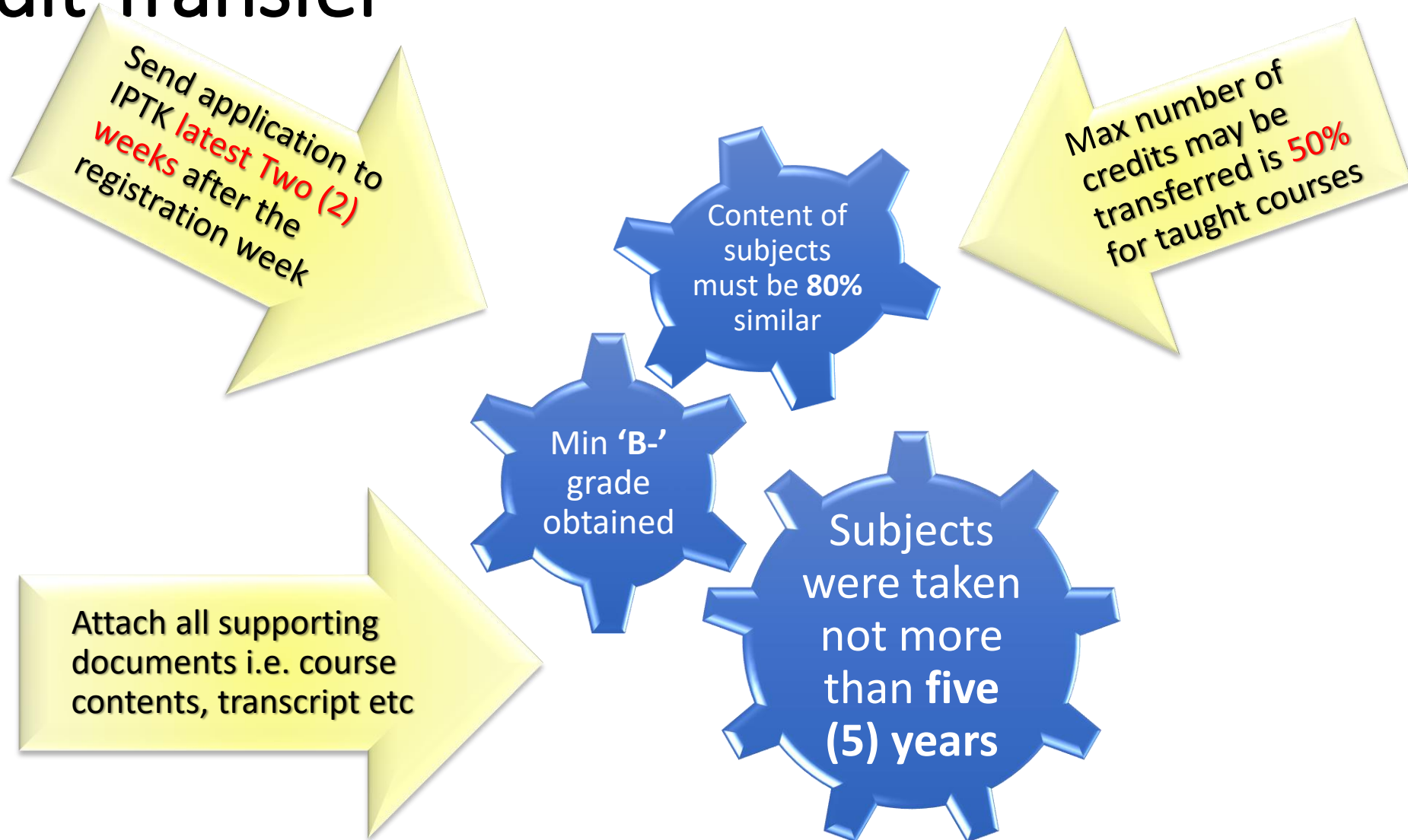
## Progress Report – Academic Standing

Fail to upload the Progress Report within the stipulated time, a student will automatically be graded “**TM**”.

Should the supervisor report failure in research work, the student will be graded “**GG**”. The academic standing attained is “**KG**” and the student will be **dismissed** from the programme.



# Credit Transfer



# Deferment of Study

## Deferment

- Student must **fill the Deferment form** and submit the complete form to PPS. Download the form from PPS website.
- Deferment because of medical reasons **WILL NOT BE COUNTED** in the duration of study.
- Other reasons **WILL BE COUNTED** in the duration of study.
- Deferment of **more than TWO (2) consecutive or cumulative semesters may be TERMINATED**

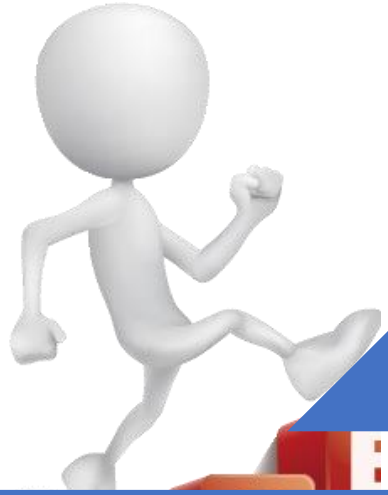
# Graduation Requirements

A student is only qualified to be awarded a postgraduate degree after fulfilling the following conditions:

- a) Obtained total Credits for Graduation as determined by the curriculum of the program with Academic Standing of Good Pass (KB),
- b) Pass all the courses required by the program and pass thesis/dissertation (if required),
- c) Submit an application for conferment of a degree,
- d) Paid all fees,
- e) For Research Mode, candidates for Master degree are required to publish at least **ONE (1) journal paper indexed by Scopus / ISI**. PhD degree must publish at least **TWO (2) journal papers indexed by Scopus / ISI** during the period of study.



# Graduate on time (GOT) path - master



Y1

1<sup>st</sup> Sem

- Compulsory Course I & II
- Research – Literature Review / Problem Statement / Gap
- Progress Report - YES

Y1

2<sup>nd</sup> Sem

- Proposal Defense
- Research – Contributions / Methodology
- Journal Writing I
- Progress Report - YES

Y2

1<sup>st</sup> Sem

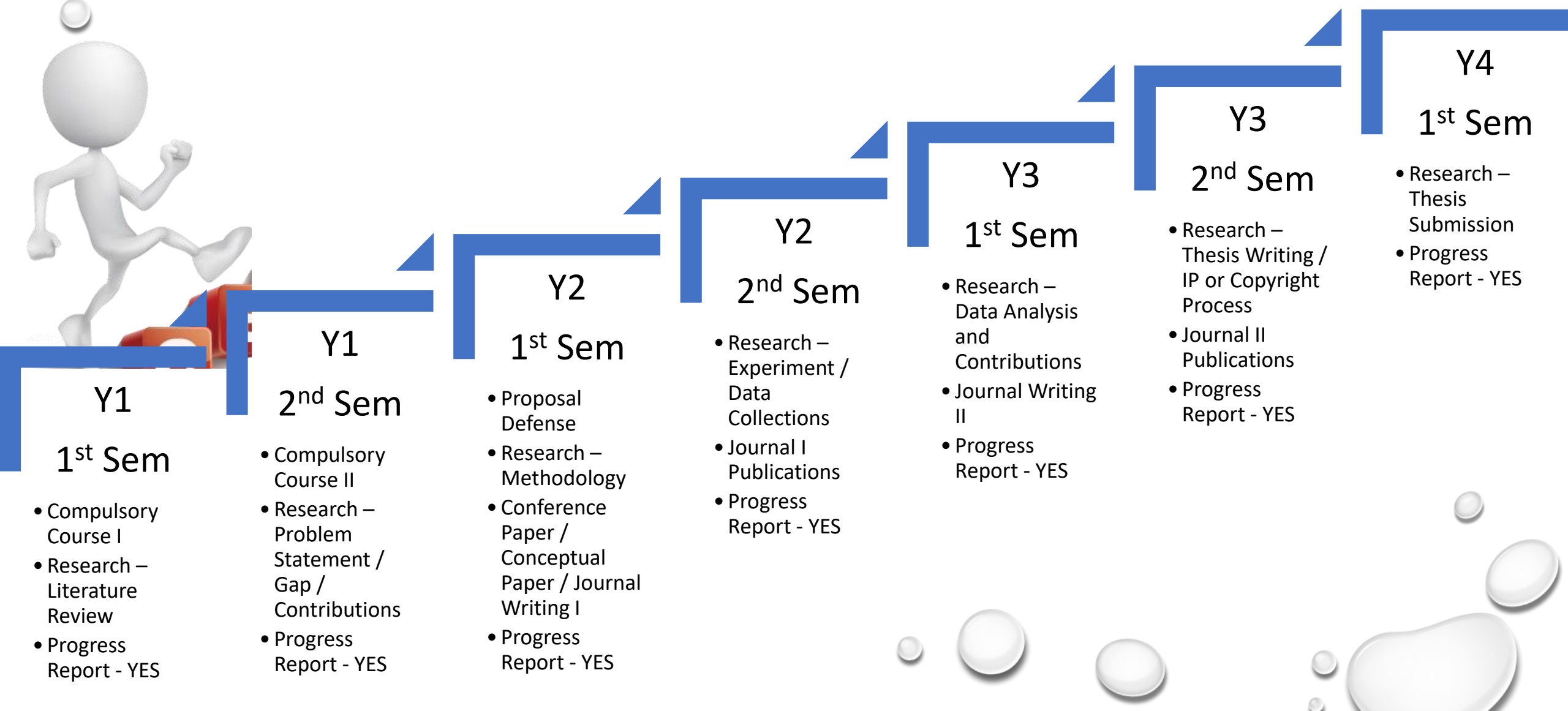
- Research – Experiment / Data Collections / Data Analysis
- Thesis Writing
- Journal I Publications
- Progress Report - YES

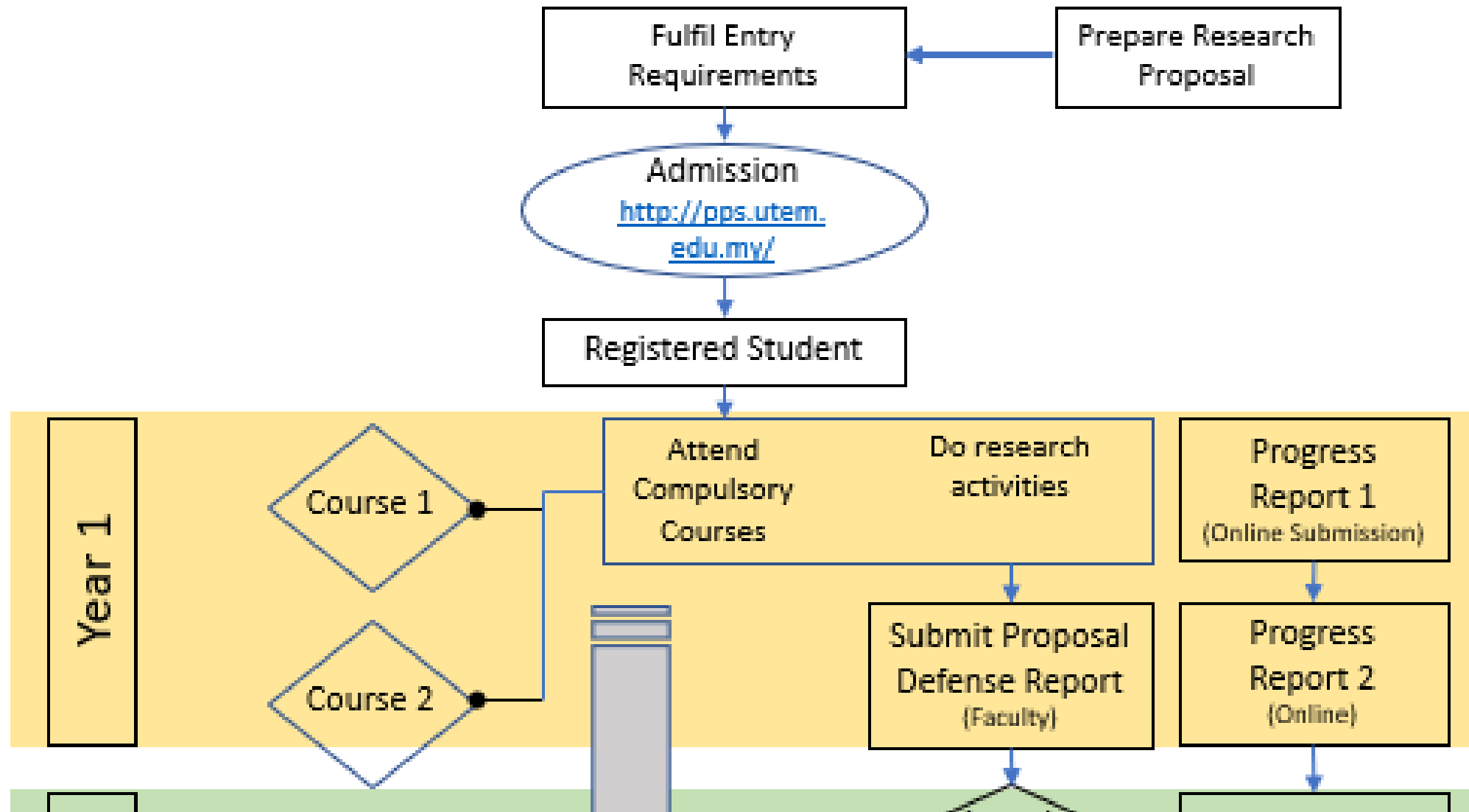
Y2

2<sup>nd</sup> Sem

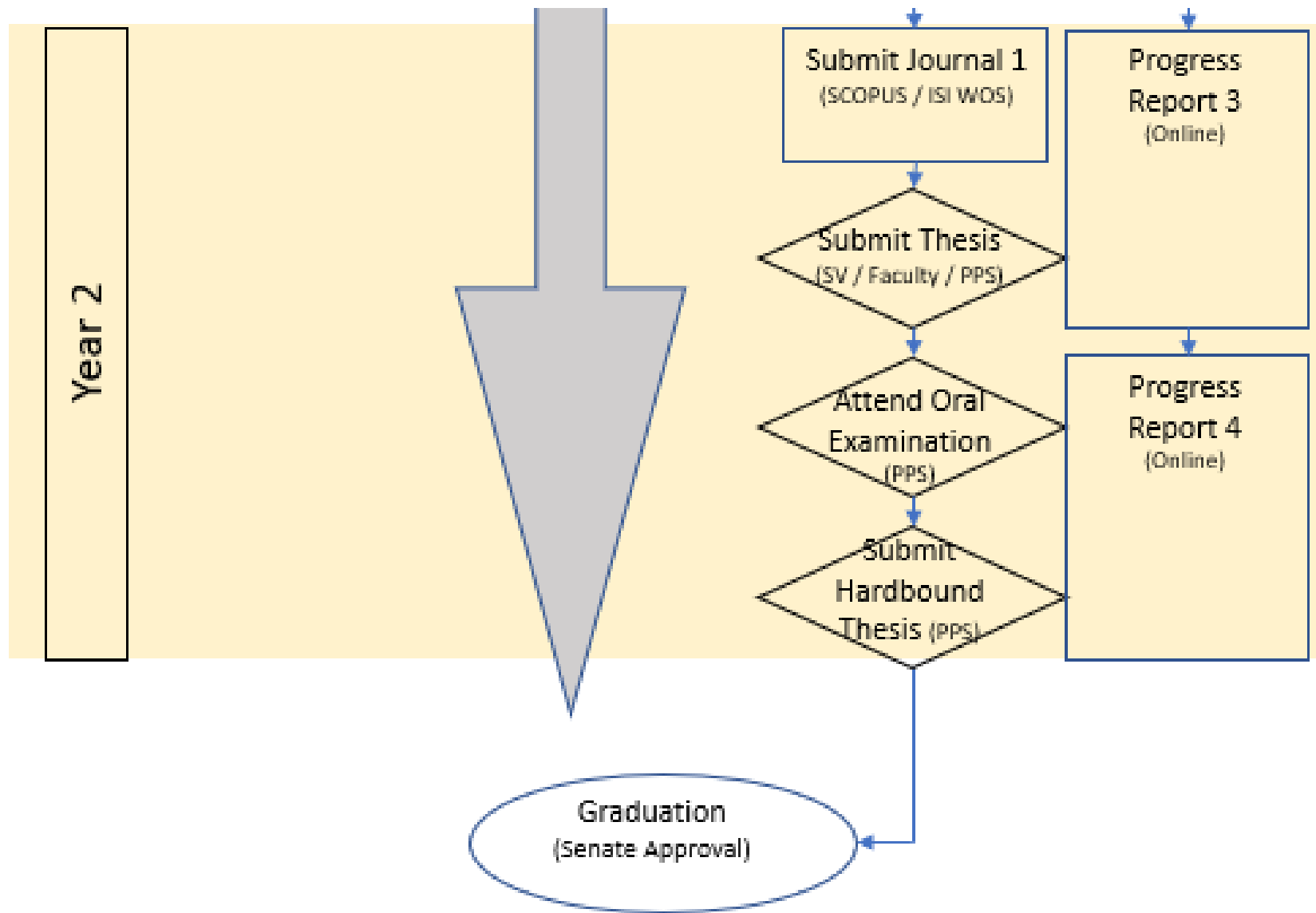
- Research – Thesis Submission
- Viva

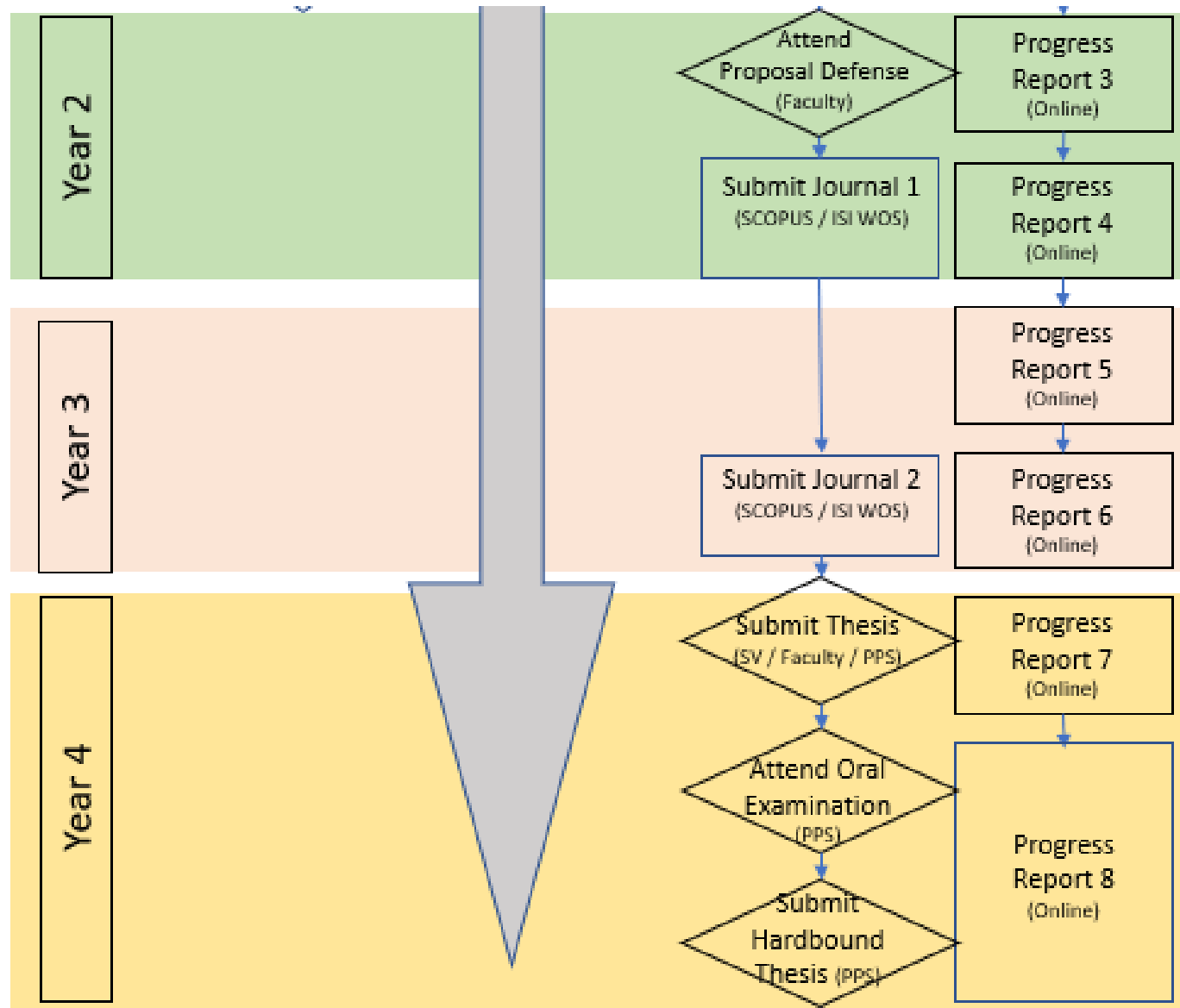
# Graduate on time (GOT) path - Doctoral











# UTeM Postgraduate Academic Awards

Aimed to recognize postgraduate student in their caliber and excellence in the academic field.

- Nominations are opened to all students who have graduated at Postgraduate level
  - Doctor of Philosophy (PhD), Master of Science (MSc), Master Programme by Mixed Mode and Taught Course.

Candidate can apply for the UTeM Postgraduate Academic Awards;

- Chancellor Award – PhD
- Pro Chancellor Award – MSc
- Vice Chancellor Award – Taught Course / Mixed Mode
- Best Thesis Award – PhD / MSc





# Upgrade – UTeM Postgraduate Association

- <http://pps.utem.edu.my/students/keps/about-keps.html>

## UTeM POSTGRADUATE ASSOCIATION (UPgrade)

### TAKWIM PROGRAM / AKTIVITI PELAJAR

2018/2019

BIL	PROGRAM / AKTIVITI	TARIKH	TEMPAT
1.	1 <sup>st</sup> Annual General Meeting UPgrade	13 Oktober 2018	Auditorium, PPS
2.	Pesta Konvokesyen UTeM 2018	25, 26 & 27 November 2018	Tapak Pesta Konvo
3.	Workshop on Formatting Thesis Using MS Word	9 & 10 Februari 2019	Bilik Kuliah 5, PPS
	Pendaftaran Pelajar Baharu Sem II Sesi 2018/2019	14 & 15 Februari 2019	Bilik Kuliah 5, PPS
4.	Sharing Session on Research Proposal Defense & Research Tools (SEM)	6 & 7 Mac 2019	Auditorium & Bilik Mesyuarat, PPS
5.	3 Minute Thesis (3MT) Competition	21 Mac 2019	Bilik Mesyuarat, PPS
6.	Lawatan Industri Malaysia International Halal Showcase (MIHAS) 2019	2 April 2019	Menara MATRADE, Kuala Lumpur
7.	Workshop on PLS-SEM Using SmartPLS 3.0	4 April 2019	Makmal Pascasiswazah, PPS
8.	Workshop on Effective Research Article Reading for Postgraduates	16 & 17 April 2019	Makmal Bahasa 1, PBPI, UTeM
9.	Postgraduate Family Day	TBA	TBC
10.	Launching UTeM Postgraduate Association (UPgrade)	TBA	TBC

Thank you

